

## **AMENDED - TIME CHANGE**

**CRANSTON SCHOOL COMMITTEE PUBLIC WORK SESSION  
JANUARY 15, 2015**

**WILLIAM A. BRIGGS BUILDING (REED CONFERENCE ROOM)**

**845 PARK AVENUE, CRANSTON, RI**

**EXECUTIVE SESSION 5:30 P.M.**

**PUBLIC SESSION IMMEDIATELY FOLLOWING EXECUTIVE SESSION**

**PUBLIC WORK SESSION IMMEDIATELY FOLLOWING PUBLIC  
SESSION**

## **AGENDA**

**Call to order- 5:30 p.m. Convene to Executive Session pursuant to RI  
State Laws -**

**PL 42-46-5(a)(1) Personnel:**

**PL 42-46-5(a)(2) Collective Bargaining/Litigation:**

**Contract Negotiations' Update(s)=**

**Secretaries**

**Custodians**

**PL 42-46-5(3)**

**A. District Safety Plan**

**Call to Order – Public Session**

## **Roll Call – Quorum**

## **Executive Session Minutes Sealed – January 15, 2015**

## **Adjourn to Public Work Session**

**Programming, personnel and budget discussion – Janice Ruggieri**

**Retrofitting of the lights at various high schools – Joseph Balducci**

**Update on Residency Registration – Jeannine Nota-Masse**

**The following 4000 series, Personnel, to be discussed to be deleted  
(see polices on file in the Superintendent's Office):**

**#4111.6 Sexual Harassment Policy Delete**

**#4111.6(a) Sexual Harassment Policy (Procedure) Delete**

**The following 5000 series, Students, to be discussed to be deleted  
(see attached):**

**#5131.6 Drugs, Tobacco, Alcohol (Smoking) Delete**

**(will be replaced by the Student Handbook)**

**#5111 Admissions (see attached) Amend**

**#5114 Suspension of Students (see attached) Amend**

**#5114 (a-g) Dismissal, Suspension and Expulsion of Student Amend  
(see attached)**

**#5117 School Attendance Areas (see attached) New**

**#5118 Resident Students (see attached) Amend**

**#5118.3 Former Residents (see attached) Amend**

**#5119Non-Resident Attendance – Tuition (see attached)Delete**

**#5123Diploma Policy (see attached)New**

**#5124(b)Reporting to Parents/Guardians and StudentsAmend  
(see attached)**

**#5125.6(a)Missing Children – School Records – Flagging  
RequiredAmend  
(see attached)**

**#5134.1(a-c)Regulations Governing Dances in All Cranston High  
Schools and Middle Schools (see attached)Amend**

**#5141.1Health – Immunization Requirements (see attached)Amend**

**#5144(a-e)New RI Discipline Procedures and Requirements for  
All Students under IDEA 2004 and RI LegislationNew  
(see attached)**

**The following 6000 series, Instruction, to be discussed to be amended  
and/or deleted (see attached):**

**#6160Textbook Replacement and ModernizationAmend  
(see attached)**

**#6161.1Instruction, Textbooks and WorkbooksDelete  
(see attached)**

**#6310Vocational Instruction (see attached)Amend**

**#6320Admission (see attached)Amend**

**#6321Selection of Students (see attached)Amend**

**#6351Associate Commissioner Vocational Technical  
EducationAmend  
(see attached)**

**School Committee members who are unable to attend this meeting are asked to notify the Chairperson in advance.**

**Any changes in the agenda pursuant to RIGL 42-46-6(e) will be posted on the school district's website at [www.cpsed.net](http://www.cpsed.net), Cranston Public Schools' administration building, 845 Park Ave., Cranston, RI; and Cranston City Hall, 869 Park Ave., Cranston, RI and will be electronically filed with the Secretary of State at least forty-eight hours (48) in advance of the meeting.**

**Notice posted: January 9, 2015**

**5131.6**

**Students**

**Drugs, Tobacco, Alcohol**

**Smoking**

**Smoking by students enrolled in the Cranston Public Schools will be prohibited in all school buildings, on all school grounds, and at all school-sponsored functions, wherever they may be held, when they are under the exclusive sponsorship of the Cranston Public Schools.**

**Smoking will also be prohibited among students from other schools while they are in Cranston school buildings or on Cranston school**

**grounds or participating in activities which are under the exclusive sponsorship of the Cranston Public Schools.**

**Policy Adopted: 3/20/1972CRANSTON PUBLIC SCHOOLS**

**Revised 4/27/1987CRANSTON, RHODE ISLAND**

**STUDENTS5111**

## **ADMISSIONS**

**All children who reside in the City of Cranston and are of legal school age are eligible to attend school.**

**The admission of pupils shall be strictly in accordance with the provisions of the School Committee policy without exception.**

**Children between the ages of 5 and 18 (except those exempted by law) are required to attend full-time day school as required by Title 16 Rhode Island General Laws.**

**Children must be age 5 by September 1st to attend Kindergarten and must be age 6 by September 1st to attend First Grade.**

**A waiver to the compulsory attendance requirement may be granted**

by the superintendent only upon proof that the pupil is sixteen (16) years of age or older and has an alternative learning plan for obtaining either a high school diploma or its equivalent per Rhode Island General Law 16-19-1.

## **EXEMPTIONS**

If the physical or mental condition of the child was such as to render his or her attendance at school inexpedient or impracticable, or that the child was excluded from school by virtue of some other general law or regulation, then attendance shall not be obligatory nor shall any penalty be incurred.

Legal Reference: General Laws of Rhode Island (as amended)

16-19-1 Attendance required

16-2-27 Eligibility for Attendance- Kindergarten

16-2-28 Eligibility for Attendance –First Grade

Policy Adopted: March 20, 1972

Policy amended: TBDCRANSTON PUBLIC SCHOOLS

Cranston, Rhode Island

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## **STUDENTS5114**

### **SUSPENSION OF STUDENTS**

The Superintendent and/or principals are allowed to suspend students for a period of time not to exceed seven school days. Cases where longer durations are required will be at the discretion of the

**School Committee.**

**Any cases not resolved within the discretionary time allotments will be referred to the Superintendent for School Committee action.**

**The administration shall be granted discretionary extension of the seven-day exclusion policy not to exceed ten (10) school days for pupils being evaluated by Pupil Personnel Services.**

**Suspension regulations and procedures for any students with an Individual Educational Plan (IEP) must be followed per Rhode Island General Law 16-21-27.**

**Policy amended: TBDCRANSTON PUBLIC SCHOOLS**

**Cranston, Rhode Island**

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**5114(a)**

**STUDENTS**

## **Dismissal, Suspension and Expulsion of Student**

### **Level 1 – Dismissal of Student from Class**

**A student is dismissed from a class but not from the building. This action by a teacher is subject to review by the principal or his designee, which will include consultation with teacher.**

### **Level 2 - Suspension of Student from Building**

**A student is suspended from the building and prohibited from participating in school sponsored, extra-curricular activities. A hearing prior to suspension is to be held with the student to discuss the offense. Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from the school. In such cases, the necessary notice and informal hearing should follow as soon as practicable and in accordance with policy #5145. Parent or guardian is to be notified in most expedient manner of removal. If student involved is under 18 years of age, arrangement for release is to be established with the parent; if parent is unable to be reached student is to be retained until close of school. A letter is to be mailed home indicating reasons for removal and provisions established for parent conference.**



### **Level 3 - Hearing by the Superintendent**

**Cases which are not or cannot be resolved within the time allotment as stated in policy #5114, or cases when a suspension of more than seven days is recommended, will be referred to the superintendent. The referring principal shall notify the parent or guardian and the superintendent by mail of reasons for removal and recommended action. The referring principal shall forward all relevant data regarding the case to the superintendent. A hearing shall be established with the Assistant Superintendent for Instruction to review the case. The results of the hearing are to be forwarded to the superintendent. The superintendent shall review the findings and make recommendations for disposition of the case. If the superintendent's recommendation is to suspend for more than seven (7) days or exclude from school, he must forward recommendation for school committee action. In situations involving a hearing the superintendent has discretionary powers regarding policy #5114 until the first meeting of the school committee following the hearing.**

**5114(b)**

**Cross Reference – Policy #5145**

**Legal Reference - General Laws of RI, 1956, Title 16 Educ.**

**16-2-16 Rules and Regulations – Curriculum**

**16-2-17 Suspension of Pupils**

**Regulations Adopted: 12/16/1974CRANSTON PUBLIC SCHOOLS**

**Regulation Amended: TBDCranston, Rhode Island**

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**5114(c)**

**DUE PROCESS\***

**Level 1 - Dismissal of student from class**

**Level 2 - Dismissal of student from building**

**Level 3 - Suspension of student from school**

**Level 4 - Hearing with the Superintendent**

**Informal “Due Process” - Levels 1, 2, and 3**

**In cases involving Levels 1, 2 and 3 the principal or his designee shall conduct an informal “due process” hearing. The informal “due process” hearing shall contain the following steps:**

**1. The student and/or his parent or guardian shall be informed of the reasons for removal.**

**2. The student and/or his parent or guardian shall be given an opportunity to present his or their point(s) of view.**

**3. The student and/or his parent or guardian shall have the right to appeal to the superintendent or his designee.**

**4. In cases of Level 3, the student and/or his parent or guardian shall**

**be informed by written notice in their dominant language stating reason for removal and duration of suspension.**

#### **Formal “Due Process” - Level 4**

**Written notice of charges against a student shall be provided to the student and/or his/her parent or guardian in their dominant language.**

**The parent or guardian shall be allowed to be present at the hearing.**

**All parties involved may be represented by legal counsel.**

**4. All parties shall be given an opportunity to present their version of the facts and their implications. All parties should be allowed to offer the testimony of other witnesses and other evidence relative to the issue.**

**\* Students – Civil and Legal Rights and Responsibilities 5145 (a)**

**5. All parties involved shall be allowed to examine all evidence offered against them. In addition, all persons shall be allowed to question any witness.**

**6. The hearing shall be conducted by the superintendent or his designee, who shall make his determination solely upon the evidence presented at the hearing.**

**7. A record shall be kept of each hearing.**

**8. The superintendent shall state within a reasonable time after the hearing**

**his/her findings as to whether the student is guilty as charged and his/her decision, if any, as to disciplinary action.**

**9. The findings of the superintendent or his/her designee shall be reduced to writing in the dominant language of the parent or guardian and sent to the parent or guardian.**

**10. Parents may appeal to the Chairperson of the School Committee if the decision of the superintendent is not acceptable.**

**11. Such appeal shall be submitted in writing within ten school days to the Chairperson of the School Committee. A copy of the record of the hearing with the superintendent and the decision shall be forwarded to the Chairperson of the School Committee.**

**12. A hearing shall be held by the School Committee or its designated hearing officer. A stenographic record of such hearing shall be maintained. A decision shall be given to the parent not later than thirty days after the appeal.**

**13. If the decision of the completed hearing is not satisfactory to the parent or guardian, the parent or guardian shall have the right to appeal to the Commissioner of Education, Rhode Island Department of Education.**

**14. In cases of appeal, a copy of the record of the hearing with the School Committee and its decision shall be forwarded to the Commissioner of Education.**

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**5114 (e)**

**STUDENTS**

**Suspension / Expulsion**

**I. Definition**

**A. “Suspension” means an exclusion from school privileges for disciplinary reasons by an authorized member of the administrative staff for not more than seven school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed. A pupil may be suspended for conduct as described below in Section II A, 1 thru 9.**

**B. The term “expulsion” means the exclusion of a pupil from school for more than seven school days by the Cranston School Committee for a period of time not extending beyond the current school year.**

**1. The school committee may expel a pupil from school if, after a full hearing, the committee finds that his or her conduct endangers persons or property, is seriously disruptive of the educational process, or is violation of a publicized school committee policy.**

## **II. Actions Leading to Suspension or Expulsion**

**A. The following breaches of conduct on school property, school transportation, or at any school sponsored activity may lead to consideration of suspension or expulsion:**

**1. Willfully striking or assaulting a student or any member of the school staff.**

**2. Theft.**

**3. The use of obscene or profane language or gestures to a member of the school staff.**

**4. Deliberate refusal to obey a member of the school staff.**

**5. An unauthorized mass walk-out from or sit-in within a classroom or school building.**

**6. Blackmailing, threatening or intimidating school staff or other students.**

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## **5114 (f)**

**7. Possessing in the school or on school grounds any kind of weapon, such as a pistol, knife, blackjack, etc.**

**8. Unauthorized possession, selling or consumption in the school or on school grounds of dangerous drugs, narcotics, or alcoholic beverages.**

**a. Dangerous drugs or narcotics shall mean any controlled drug as defined in Rhode Island general statutes classified generally as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type, and other stimulant and depressant drugs, and, in addition, those substances known as methaqualone. Unauthorized use or possession of such substances shall mean use or possession without a valid prescription.**

**9. The willful destruction of school property.**

### **III. Procedures Governing Suspension**

**A. The principal shall observe the following procedures except in cases where the student has already been, or such suspension will result in the student's being, suspended more than ten times or fifty days in a school year, whichever results in fewer days of exclusion, or except in circumstances under which the student will be prevented**

**from completing a normal course of study.**

**(Follow with regulations now existing “informal” due process level 1, 2, 3,.)**

**5. If a student is 18 years of age or older, any notice required by this policy shall be given to the student.**

**6. Textbooks and homework are to be provided to each pupil for the duration of the suspension period and the student shall be allowed to complete any class work, including examinations, without penalty, which he or she missed while under suspension.**

**7. The superintendent of schools shall report any unusually serious case of pupil suspension to the school committee at their first meeting following such action.**

**B. In cases where the student has already been, or such suspension will result in the student’s being, suspended more than five times or twenty-five days in a school year, whichever results in fewer days of exclusion, or in circumstances under which the student will be prevented from completing a normal course of study, the student shall, prior to suspension, be granted a “formal” hearing as described in Regulations under “formal due process”, Level 4. A principal may**  
**5114 (g)**



request expulsion of a pupil in a case where the principal has cause to believe the student's conduct endangers persons or property is seriously disruptive of the educational process or is violation of a publicized board policy. Requests for expulsion are to be directed to the school committee through the superintendent of schools.

(Level 4 process follows)

Whenever the school committee expels a student, it shall offer such student an alternative education program. The parent(s) or guardian(s) of such student has the legal right to reject such a program without being subject to the truancy law.

IV. The Cranston School Committee recognizes the importance of such policies and regulations concerning suspension and expulsion and specifically directs the school administration, at the beginning of each school year, to inform all students, parents, and/or guardians of these rules.

Policy Adopted: 6/21/1976CRANSTON PUBLIC SCHOOLS

Policy Amended: TBDCranston, Rhode Island

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STUDENTS 5117

School Attendance Areas

**I. A letter must be sent to the superintendent or his designee before an exception to policy No. 5117 may be considered. The letter must specifically identify the reasons for making such a request.**

**II. The Superintendent of Schools or his designee may permit students to attend a school outside his or her school district.**

**a.) to provide education for physically or mentally handicapped children**

**b.) to provide education for pupils under psychiatric or medical treatment.**

**c.) to provide a new opportunity for a pupil who has repeated a grade more than once.**

**d.) to provide a new school environment when a service agency makes a legitimate request.**

**e.) to relieve overcrowding.**

**f.) to effect economics in transportation.**

**III. Teachers or administrators may be permitted to have their children attend a school other than the one in which they are employed.**

**Transportation shall become the responsibility of the parent.**

**IV. Parents will be notified in writing of the decision and the individual schools will receive a written permit when appropriate.**

**Policy Adopted: TBDCRANSTON PUBLIC SCHOOLS**

**Cranston, Rhode Island**

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**STUDENTS5118**

**RESIDENT STUDENTS**

**A resident pupil shall be defined as a pupil whose parent (s) or person(s) having legal custody resides in the City of Cranston**

**The residence or domicile of the parent(s) is normally the legal residence where the child physically sleeps at night.**

**Where legal custody has been awarded, the residence of the person(s) who has been assigned custody will be considered the residence of the child.**

**Legal custody must be awarded by the decree of Family Court.**

**R.I. General Law 16-64-1**

**Policy Adopted: 1/21/1980CRANSTON PUBLIC SCHOOLS**

**Policy Amended: TBDCranston, Rhode Island**

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**5118.3**

**Students**

**Former Residents**

**Pupils who are in regular attendance in any Cranston elementary or middle school, but whose parents move from the City of Cranston during the school year, may be permitted to remain in attendance for the balance of that current year upon advance payment of tuition.**

**Tenth or eleventh grade students who are in regular attendance in a Cranston high school, but whose parents move from the City of Cranston during the school year, may be permitted to remain in attendance upon advance payment of tuition until they have completed their normal secondary education. A twelfth grade student who is in regular attendance for one quarter under the same conditions may be permitted to remain through the remainder of the year without payment of tuition.**

**Hardship Cases**

**Non-resident children who are living with Cranston residents because of temporary personal or financial hardships in their own families may be enrolled in Cranston schools. All such cases shall be thoroughly investigated before enrollment is allowed.**

**RI General Law 16-64-8**

**Policy adopted: August 18, 1969CRANSTON PUBLIC SCHOOLS**

**Policy amended: TBDCRANSTON, RHODE ISLAND**

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**5119 –(to be deleted)**

**Students**

**Non-Resident Attendance – Tuition**

**The superintendent is authorized to accept non-resident students on a differentiated tuition basis for attendance in the Cranston elementary, middle and senior high schools.**

**Tuition fees will be set by the superintendent and approved by the school committee annually.**

**Admissions are dependent on space available and must not require additional staff. Such admissions must be reviewed by the superintendent annually.**

**It is the intent of the school system to maintain continuity in enrollment for these students whenever possible, subject to the conditions listed above.**

**Preference for all placement and course selection will be given to Cranston students.**

**Policy Adopted: 3/24/86 CRANSTON PUBLIC SCHOOLS**

**Cranston, Rhode Island**

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**STUDENTS5123**

**DIPLOMA POLICY**

**Cranston Public Schools will follow the most current regulations and requirements for promotion, graduation and retention of students in accordance with the Rhode Island Department of Education. The regulations and requirements will be distributed to students on a yearly basis.**

**Retention of students will be decided by the school department based on the regulations and requirements in accordance with the Rhode Island Department of Education.**

## **Policy Adopted: CRANSTON PUBLIC SCHOOLS**

**Cranston, Rhode Island**

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**5124(b)**

### **STUDENTS**

#### **Reporting to Parents/Guardians and Students**

**Procedure continued:**

**8. Student grades will be treated as a confidential communication between the school and the student/home. In addition, to the traditional paper report cards, report card grades will be available via the family portal of the Aspen Student Information System. Grades of individuals will not be publically posted or announced.**

**Policy amended: TBDCRANSTON PUBLIC SCHOOLS**

**Cranston, Rhode Island**

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**5125.6(a)**

**Students**

**Missing Children**

**School Records – Flagging required**

**Upon notification by the missing (children's) information center of a person's disappearance, the commissioner of education shall cause any school in which the person is currently or was previously enrolled to flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person. All requests must come from DCYF or other state agencies.**

**In response to any inquiry, the school shall not provide a copy of the school records or other information concerning the person whose record is flagged pursuant to this section except as approved by the missing (children's) information center.**

**When a copy of the school record of a person whose record has been flagged is requested in person, the school personnel accepting the**



request shall immediately notify his or her supervisor. The person making the request shall complete a form (see: Request for Flagged Records) supplying his or her name, address, telephone number, social security number, and relationship to the missing person and the name, address and birth date of the missing person. The driver's license of the person making the request, if available, shall be copied and returned to him/her. He/she will be informed that a copy of the records will be mailed to him/her. The school personnel shall note the physical description of the person making the request and, upon the latter's departure from the school's office, his or her supervisor shall immediately notify the missing (children's) information center as to the request and the information obtained pursuant to this section. The school shall retain the form completed by the person making the request unless the missing (children's) information center requests otherwise.

When a copy of the school records of a person whose record has been flagged is requested in writing, the school personnel receiving the request shall immediately notify the local law enforcement authority or the missing (children's) information center as to the request and shall provide a copy of the written request. The school shall retain the original written request unless otherwise requested by the missing children's information center.

**Regulations adopted: 12/18/1989CRANSTON PUBLIC SCHOOLS**

**Policy amended: TBD CRANSTON, RHODE ISLAND**

**5134.1 (a)**

## **REGULATIONS GOVERNING DANCES IN ALL CRANSTON HIGH SCHOOLS**

**The Regulations for all dances in the Cranston High Schools are as follows:**

**1. All students in good standing have the right to attend dances per the principal's discretion. Any questions or concerns should be directed to the principal. The principal makes the final decision for students attending dances and/or events.**

**2. The individual school may place restrictions on attendance at school affairs if a student is not a member in good standing. Truancy, discipline, misconduct, etc. are factors considered in determining members in good standing.**

**3. Guests attending dances from another school must submit a signed permission slip from their parent/school showing they are students in good standing.**

**Any student who wishes to bring a guest, who is not a CHSW or CHSE student to the dance, must turn in a completed GUEST FORM to his/her assistant principal showing they are students in good standing.**

**GUEST FORMS can be found in the assistant principal's office. The assistant principal must approve the guest form prior to attendance at the dance. All forms are due the day BEFORE the dance. No forms will be accepted the day of the dance. Guests must provide valid ID or student id.**

**4. Students who are in middle or elementary school may not attend CHSW or CHSE dances. Similarly, guests may not be over the age of 21. Anyone who has previously been excluded in the current school year from CHSW or CHSE for disciplinary reasons may not attend**

**5. Any student for whom there is reasonable suspicion of being under the influence of alcohol and/or illegal substances, prior to or during school sponsored activities, may be asked to submit to a sobriety test.**

**6. Each school shall establish regulations relative to the time of arrival and departure.**

**7. Principals will be able to accept and dismiss students at their discretion during the dance/event. Students will not be allowed to leave the dance at any time without guardian permission and pick up. Parents of students in each school shall be notified in advance of any dance, the regulations regarding time of arrival and departure.**

**5134.1(b)**

**8. In case of dismissal because of misconduct, parents shall be notified as promptly as possible. All students are responsible for their behavior and will follow the CPS Discipline Policy.**

**9. The school must recognize that it is responsible for the pupils in attendance at the dance and adopt such regulations and provide such supervision as may be necessary to fulfill this responsibility. The school shall not be responsible for pupils not present at the dance.**

**10. Dress shall be suitable for the occasion and in good taste. Flowers are optional at semi-formal and formal dances. Students will adhere to the CPS disciplinary policy regarding dress code.**

**11. Dance guidelines shall be published and distributed to each student in their homeroom prior to the affair.**

**12. Additional regulations with respect to dances established in any particular school shall be consistent with, and not in violation of, these regulations.**

**13. All evening dances may be held off school premises upon approval of the principal.**

**14. Evening dances shall not be held on an evening preceding a school day.**

**15. Adequate faculty supervision is required at all school sponsored affairs. The number of supervisors shall be cleared with the administration by the advisor. All other evening affairs shall require faculty and/or parent supervision on a volunteer basis. No affair shall be held without adequate supervision.**

**16. Dance tickets shall not be sold at the door for any evening dance.**

**Regulation Approved: 3/10/1980CRANSTON PUBLIC SCHOOLS**

**Regulation Amended: TBDCranston, Rhode Island**

**5134.1 (c)**

## **REGULATIONS GOVERNING DANCES IN ALL CRANSTON MIDDLE SCHOOLS**

**The Regulations for all dances in the Cranston Middle Schools are as follows:**

**It shall be the philosophy that school dances maximize student involvement in the learning experience and provide for the individual needs of the particular community.**

**All school dances shall be considered an extension of the school day and as such; all school rules shall apply. Each school shall establish regulations relative to the time of arrival and departure, and dance guidelines. This should be announced to students prior to the dance**

**It shall be the school's responsibility to provide adequate supervision at every dance.**

**Students shall not be allowed to leave the dance area after entering.**

**Corsages, shoulder bouquets, wrist bouquets, and such shall not be worn by pupils attending regular school dances.**

**No more than four evening dances shall be held per school year. Other special dances or special affairs may be approved by the principal.**

**An evening dance shall be limited to 8th grade class organization, and/or the Student Council.**

**Evening dances shall not be held on an evening preceding a school day, without permission of the superintendent.**

## **Eighth Grade Dance**

**Only members of the Eighth Grade class may attend the 8th grade dance.**

**If the Eighth Grade Class is planning on letting students invite guests not attending the school a plan must be presented for approval to the superintendent to screen the guests. This plan must be approved before the dance is announced to the students.**

**Regulations Approved: 3/10/1980CRANSTON PUBLIC SCHOOLS**

**Regulations Amended: TBDCranston, Rhode Island**

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**5141.1**

**Students**

**Health**

**Immunization Requirements**

**The Cranston Public Schools have implemented to the fullest extent the rules and regulations of the State Department of Health regarding immunization of school children. All parents or guardians are to be properly notified that any child not fully immunized will be excluded until such time as documentation is forthcoming from the child's doctor or health agency.**

**Legal References:General Laws of Rhode Island (as amended)**  
**42-35-4.1 Rules and Regulations Pertaining to Immunization**

**Policy Adopted: 9/19/1978CRANSTON PUBLIC SCHOOLS**

**Policy Amended: TBDCranston, Rhode Island**

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**5144**

**NEW RI DISCIPLINE PROCEDURES AND REQUIREMENTS FOR ALL  
STUDENTS UNDER IDEA 2004 AND RI LEGISLATION**

**Effective July 1, 2005**

**Removals for Less than 10 days**

**All Students –**

**School Removals for less than 10 School Days During a  
School Calendar Year for a Violation of a Code of Student Conduct**

**Options:1. Removal to appropriate interim alternative educational  
setting – (continued educational services)**

**2. Removal to another school setting – (continued educational  
services)**

**3. School removal/suspension – (no educational services provided)**



## **Best Practice Considerations:**

**Conduct a Functional Behavioral Assessment.**

**Provide behavioral intervention services and modifications that are designed to address the behavioral violation so that it does not reoccur.**

**Develop a behavioral intervention plan for the student.**

**Removals exceeding 10 days**

**Students enrolled in General Education**

**School Removals that exceed 10 School Days During a**

**School Calendar Year for a Violation of a Code of Student Conduct**

**Once a child has accumulated 10 school days of removal from school  
–**

**RIGL 16-21-27 Alternative education programs. – Each school district shall adopt a plan to ensure continued education of students who are removed from the classroom because of a suspension of more than ten (10) days or who are chronically truant. The plan shall be adopted by the school committee and shall be submitted to the Rhode Island Department of Elementary and Secondary Education as part of its annual strategic plan submission.**

**Options:1. Removal to another school setting – (continued educational services)**

**2. Removal to interim alternative educational setting – (continued educational services)**

**3. School removal/suspension – (with plan for continued educational**

**services)**

**5144(a)**

**Best Practice Considerations:**

**Conduct a Functional Behavioral Assessment**

**Provide behavioral intervention services and modifications that are designed to address the behavioral violation so that it does not reoccur**

**Develop a behavioral intervention plan for student**

**Removals exceeding 10 days**

**Students with Disabilities**

**School Removals for more than 10 School Days in a School Calendar Year for**

**a violation of a Code of Student Conduct**

**Required:**

**Provide continued educational services so as to enable the child to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP (interim setting determined by IEP team).**

**Conduct a functional behavioral assessment**

**Provide behavioral intervention services and modifications that are designed to address the behavioral violation so that it does not recur**

**Develop a behavioral intervention plan**

**Conduct a manifestation determination (See Manifestation**

**Determination)**

**Manifestation Determination-**

**IN GENERAL – Within 10 school days of any decision to change the placement of a child with a disability (see Change of Placement) because of a violation of a code of student conduct, the local educational agency, the parent, and relevant members of the IEP Team (as determined by the parent and the local educational agency) shall review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine –**

**If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or**

**If the conduct in question was the direct result of the local educational agency's failure to implement the IEP.**

**No Manifestation – child treated same as general education students with provision of services continued.**

**5144(b)**

**Manifestation –**

**If the local educational agency, the parent and relevant members of the IEP Team determine that either 1 or 2 above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability.**

**Change of Placement –**

**Occurs once a child with a disability is further removed from school for a violation of a code of student conduct that extends beyond the**

**10th school day during a school calendar year (beginning on the 11th day of school removal and commencing for each subsequent decision to further remove the child with a disability from school).**

**Determination that behavior was a manifestation – If the local educational agency, the parent, and relevant members of the IEP Team make the determination that the conduct was a manifestation of the child’s disability, the IEP Team shall –**

**Conduct a functional behavioral assessment, and implement a behavioral intervention plan for such child, provided that the local educational agency had not previously conducted such assessment.**

**In the situation where a behavioral intervention plan has been developed, review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary, to address the behavior; and**

**Return the child to the placement from which the child was removed; unless the parent and the local educational agency agree to a change of placement as part of the modification of the behavioral intervention plan unless special circumstances warrant removal to an interim alternate educational setting (see Special Circumstances).**

**Special Circumstances – School personnel may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child’s disability, in cases where a child –**

**Carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a State or local**

**educational agency;**

**Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency; or**

**Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a State or local education agency.**

### **5144(c)**

**Notification – Not later than the date on which the decision to take disciplinary action is made, the local educational agency shall notify the parents of that decision, and of all procedural safeguards accorded under this section.**

**Determination of Setting – The interim alternative educational setting shall be determined by the IEP Team.**

**Appeal – IN GENERAL – The parent of a child with a disability who disagrees with any decision regarding placement, or the manifestation determination under this subsection, or a local educational agency that believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, may request a hearing. Stay put rules apply (see Stay Put).**

**Appeals – Authority of Hearing Officer**

**IN GENERAL – A hearing officer shall hear, and make a determination**

regarding an appeal requested under this section.

**Change in Placement Order** – In making the determination under this section, the hearing officer may order a change in placement of a child with a disability. In such situations, the hearing officer may –

**Return a child with a disability to the placement from which the child was removed; or**

**Order a change in placement of a child with a disability to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement of such child is substantially likely to result in injury to the child or to others.**

**Placement During Appeals** – When an appeal has been requested by either the parent or the local educational agency – challenging a decision regarding placement, or the manifestation determination under this section, the following shall occur:

**The child shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period for school removal, whichever occurs first, unless the parent and the State or local educational agency agree otherwise; and**

**The RIDE shall arrange for an expedited hearing, which shall occur within 20 school days of the date the hearing is requested and shall result in a determination within 10 school days after the hearing.**

**5144(d)**

**Stay Put – Becomes the alternative educational setting established when a child's educational placement is changed due to a violation of a student code of conduct – when an appeal is taken under this section. The stay put can be an appropriate interim alternative educational setting that provides access to general education and special education services or a setting decided and agreed to by the parent and the LEA.**

**Authority of School Personnel – Case by case determination – School personnel may consider any unique circumstances on a case by case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.**

**Students not yet eligible for special education and related services – An LEA is deemed to have knowledge that a child with a disability if, before the behavior that precipitated the disciplinary action occurred, a**

**Parent expressed concern in writing to an administrator or a teacher; or**

**Parent of the child has requested an evaluation of the child; or**

**Teacher or other school or LEA personnel expressed specific concerns about a pattern of behavior demonstrated to an administrator.**

## **ADDITIONAL DUE PROCESS CONSIDERATION FOR DISCIPLINE REMOVALS**

### **REMOVALS FOR LESS THAN 10 CONSECUTIVE SCHOOL DAYS**

**School removals for less than ten (10) consecutive school days**

**require the following minimum standards of due process to be applied:**

**School removals for disciplinary infractions of ten (10) school days or less, the student must be afforded oral or written notice of the charges against him/her;**

**If the charges are denied, the student must be afforded an explanation of the evidence the authorities have; and**

**The student must be afforded an opportunity to present their side of the story.**

**NOTE: (R.I. RULE) R.I. adds to the above that if the student has not attained the age of majority (18), the notice and reason for the discipline suspension must be provided to the student's parents in their spoken language.**

#### **5144(e)**

**Generally, notice and the hearing should precede the student's removal from school, since the hearing can almost immediately follow the misconduct, but if prior notice and hearing are not feasible, they should occur as soon as practicable.**

#### **REMOVALS FOR MORE THAN 10 CONSECUTIVE SCHOOL DAYS**

**The amount of due process afforded increases for removals exceeding 10 consecutive school days. In Rhode Island, under those circumstances, the student must be provided:**



**A clear written statement of the reason for suspension or long term removal;**

**An opportunity to a more formal public or private hearing;**

**If a hearing is requested, the student is afforded prompt notice of the time and place of the hearing, with a reasonable time to allow for preparation;**

**Opportunity to be represented by legal counsel;**

**If the student is not 18 years old, the parent(s) or guardian is afforded the procedures 1, 2, 3, 4 above;**

**At hearing, the right to cross examine witnesses and to present witnesses on their behalf;**

**A complete and accurate stenographic or electronic record of the hearing including all exhibits;**

**A written decision rendered within a reasonable time, based exclusively on the record detailing the reasons and factual basis therefore;**

**A copy of the decision;**

**A copy of the decision, together with the record must be forwarded to the Commissioner of Education, if there is an appeal of the decision.**

**NOTE: Students with disabilities receiving special education instruction must be afforded additional rights (see section disciplining students with disabilities within).**

**(July 2005)**

**Policy Adopted: TBD**  
**CRANSTON PUBLIC SCHOOLS**

**CRANSTON, RHODE ISLAND**

**6160**

**Instruction**

**Textbook Replacement and Modernization**

**The committee will provide sufficient required textbooks as deemed appropriate to insure that curriculum objectives in each program area are being met. All curriculum areas will be revised every five years, and textbooks for implementation will be replaced as needed.**

**Revision added – (Italics)**

**Once a student receives a textbook it becomes his/her responsibility and damaged or lost books must be replaced or paid for by the student/parent/guardian.**

**Policy Adopted: 9/21/1987 (Res. No. 87-9-24) CRANSTON PUBLIC SCHOOLS**

**Policy Amended: TBD Cranston, Rhode Island**

**Page Break**

**6161.1 (to be deleted)**

**Instruction**

**Textbooks and Workbooks**

**The Committee agrees to make a good faith effort to provide sufficient required textbooks to insure that each pupil has textbooks for his own use. Prior to changing textbooks or selecting textbooks, all teachers using such textbooks shall be given the opportunity to**

meet and consult with the Superintendent regarding the proposed change or selection.

The consultation procedure shall be as follows:

The teacher affected shall be notified of the proposed change in textbooks.

The teacher affected shall be given an opportunity to inspect any textbooks being considered for adoption prior to paragraph 3 below.

The administration shall provide an opportunity for all teachers affected to meet and consult with the Superintendent regarding the proposed change or selection.

The association shall be notified at least two (2) weeks prior to the consultation meetings set forth in three above.

The committee agrees to make a good faith effort to provide sufficient teaching equipment and supplies in the school system.

(Master Agreement between The Cranston School Committee and The Cranston Teachers' Association, September 1, 1969. Article X).

**Policy adopted:CRANSTON SCHOOL DEPARTMENT**

**Cranston, Rhode Island**

**Page Break**

**6310**

**Instruction**

**Vocational Instruction**

**In establishing, continuing or terminating a program of vocational-technical instruction at Cranston Area Vocational-Technical Facility, the interests, needs and abilities of all persons in the state and/or area and the need and opportunity in the employment market will be considered.**

**The program of instruction will be developed by the Director of Curriculum and staff and conducted in consultation with the Associate Commissioner of Vocational-Technical Education, area professional committee, the area advisory committee, potential employers and other individuals or groups having skills and substantive knowledge of the occupation or occupational field representing the occupational objective.**

**Instruction will be conducted and supervised by teachers, consultants and supervisors meeting state certification requirements.**

## **REVISION (Italics)**

### **Instruction**

### **Career and Technical Education Instruction**

**In establishing, continuing or terminating a program of career and**

**technical instruction at Cranston Area Career and Technical Center, the interests, needs and abilities of all persons in the state and/or area and the need and opportunity in the employment market will be considered.**

**The program of instruction will be developed by the Executive Director of Educational Programs and staff and conducted in consultation with the office of multiple pathways from the Department of Education, area professional committee, the area advisory committee, potential employers and other individuals or groups having skills and substantive knowledge of the occupation or occupational field representing the occupational objective.**

**Instruction will be conducted and supervised by teachers, consultants and supervisors meeting state certification requirements.**

**Policy Amended: TBD**

**Page Break**

**6320**

**Instruction**

**Admission**

**Admission Quotas for each community in the area will be made on a**

percentage basis determined by the most recent October enrollment figures for the tenth grades in all schools. Applications for admission will be screened by a committee consisting of the area coordinator and the vocational guidance counselors in conjunction with appropriate staff from the sending school. Responsibility for admission will rest with the area coordinator and Director of Guidance at Cranston West.

Students may be enrolled in a full-time program or special program by arrangement in area vocational facilities as mutually agreed upon by the receiving and sending schools.

## **REVISION (*Italics*)**

### **Instruction**

### **Admission**

Applications for admission will be screened by a committee consisting of the Career and Technical Director and the Career and Technical guidance counselors in conjunction with appropriate staff from the sending school. Responsibility for admission will rest with the Career and Technical Director and the Assistance Principal for

## **Academic Affairs at Cranston West.**

**Students may be enrolled in a full-time program or special program by arrangement in area Career and Technical Centers as mutually agreed upon by the receiving and sending schools.**

**Policy Amended: TBD**

**Page Break**

**6321**

**Instruction**

### **Selection of Students**

**Individuals will be admitted for enrollment in classes and provided instruction for each type of occupation or occupational field on the basis of:**

**A standard of achievement met by students so as to meet the requirements for completing the previous grade satisfactorily.**

**A satisfactory citizenship and attendance record.**

**Recommendation of the sending school.**

**Specific student goals.**

**An eligibility waiting list will be established by the Guidance Department for all occupational fields, using same criteria. These will be ranked so as automatically become eligible.**

## **REVISION (Italics)**

### **Instruction**

#### **Selection of Students**

**Individuals will be admitted for enrollment in classes and provided instruction for each type of occupation or occupational field on the basis of:**

**A standard of achievement met by students so as to meet the requirements for completing the previous grade satisfactorily.**

**A satisfactory citizenship and attendance record.**

**Recommendation of the sending school.**

**Specific student goals.**

**An eligibility waiting list will be established by the Guidance Department for all occupational fields, using same criteria. In cases where the number of qualified students exceeds the space available, a lottery shall be used to select from among all qualified applicants.**

**Policy Amended: TBD**

**Page Break**



## **Instruction**

### **Associate Commissioner Vocational-Technical Education**

**The Associate Commissioner of Vocational – Technical Education in the State Department of Education and the Cranston Superintendent of Schools or his designee will be designated as the educators to determine compliance with the standards; to assist in establishing and conducting programs; to serve as liaison between the State Department of Education and the schools; and to work cooperatively with the coordinators, principals, superintendents and school committees in all areas of the program.**

## **REVISION (*italics*)**

## **Instruction**

### **Associate Commissioner Career and Technical Education**

**The Associate Commissioner of Career and Technical Education in the State Department of Education and the Cranston Superintendent of Schools or his/her designee will be designated as the educators to determine compliance with the standards; to assist in establishing and conducting programs; to serve as liaison between the State Department of Education and the schools; and to work cooperatively**

**with the coordinators, principals, superintendents and school committees in all areas of the program.**

**Policy Amended: TBD**